



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

SCREEN ENCLOSURE CHECKLIST

Required

- _____ Property Tax Folio Number (On Tax Notice or Receipt)
- _____ **Zoning** Condominium/ Homeowners Association Approval Letter (if governed by an Association Letter must state the Association is aware of the intended improvement(s)
Surveys must show all easements and encumbrances
1 Sealed Survey (Original) and 2 Copies
Location/ Plot Plan (Showing all intended set backs from property line and ther existing structures)
- _____ **Structural** (2 complete sets of plans sealed by Architect / Struct Engineer) also two slab details with 2 sets of products approval
- _____ Drainage District: if applicable - (Drainage/Lake Maintenance Easement) (Required only if structure is in easement) (Stamped on slab Location Plan)
- _____ Central Broward Water Control District
- _____ South Broward Drainage District Approval
- _____ Tindall Hammock Approval
- _____ Completed Building Permit Applications
- _____ Notarized Signature on Applications
- _____ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- _____ Disclosure Statement - if submitted as on owner / builder application.
- _____ Plan Check Fee in the amount of \$30.00 at time of submitting application.